



DEPARTMENT OF THE ARMY
UNITED STATES ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON, PRESIDIO OF MONTEREY
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REPLY TO
ATTENTION OF

MAR 11 2014

IMPM-GSO

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum #23, Safety and Occupational Health

1. REFERENCES:

- a. DODI 6055.1, Department of Defense (DoD) Safety and Occupational Health (SOH) Program.
- b. DODI 6055.07, Accident Investigation, Reporting, and Record Keeping.
- c. AR 385-10, The Army Safety Program, Rapid Action Revision 4 October 2011.
- d. IMCOM Regulation 385-10, Safety Program.

2. PURPOSE: To direct specific policies, procedures and responsibilities for executing the United States Army Garrison, Presidio of Monterey (USAG POM) Safety and Occupational Health Program and to supplement requirements in references a through d. This policy will guide our Directors, Managers, Soldiers, and Civilian employees to protect the force, prevent accidents, conserve resources and establish a proactive safety culture.

3. APPLICABILITY: This policy applies to all Garrison Soldiers, appropriated fund and non-appropriated fund Civilian employees, and volunteers under 10 USC 1588 and AR 608-1, Army Community Service, 13 Mar 13, who are assigned or attached to the Presidio of Monterey.

4. PROPONENT: The GSO is the proponent for this policy. This policy will remain in effect until specifically rescinded or superseded.

5. POLICY:

a. As the Garrison Commander, I am the Garrison Safety Officer. This policy articulates the guidance and expectations for leaders and managers in the execution of safe operations, and in motivating safe behavior among Soldiers and Civilian employees on and off-duty. Accidents represent a serious problem, accounting for more deaths, disability, and loss of productivity in the DoD than any other cause. The goal is no loss of life through needless or senseless acts.

b. Accidents result in unnecessary loss and waste of human capital, material, and financial resources. All accidents are preventable through effective leadership,

adherence to standards, personnel accountability, and hazard control through Composite Risk Management. Composite Risk Management is the primary method used to assess hazards and determine processes to eliminate losses; it provides us the capability to carry out daily missions without injuring personnel or destroying equipment. Safety must be practiced at all times, both on and off-duty. Taking unnecessary risks with people's lives and equipment is unacceptable and irresponsible.

c. As the Garrison Safety Officer, I am committed to the safety and well-being of every Soldier, Family Member, and Civilian employee on this installation. All of us share this responsibility on and off-duty, 24 hours-a-day, 7 days-a-week. The approach to being safe must be overarching but simple: supervise, educate, reduce risk, and seek out and eliminate conditions, practices, and habits that threaten safety.

6. PROCEDURES:

a. Directors, Managers, and Supervisors will hold everyone accountable for accident prevention. Leaders will influence and hold subordinate leaders accountable, especially first line supervisors. Leaders are expected to identify risks inherent in their operations and implement appropriate countermeasures through detailed mission analysis.

b. Accident Reporting and Investigations. All Army accidents, both military and Civilian, will be reported, investigated, and analyzed in accordance with AR 385-10. Investigations will focus on the root causes, contributing factors, lessons learned, and actions taken to prevent recurrence. Incidents that meet the serious incident report criteria will be reported promptly, but initial reporting will not impede proper accident investigation requirements.

c. Safety Stand-Downs. USAG POM will conduct an annual safety stand-down; all personnel will stop normal work, except in emergencies, as a concerted effort to correct safety deficiencies and provide safety training, with emphasis on the areas pointed out in accident investigations. Any increase in personnel injuries, severe mishaps and identified hazards or deficiencies are all predictors that warn of potential safety problems and the need for additional safety stand-down.

d. Safety and Occupational Health Advisory Council (SOHAC). The Garrison Commander will jointly host a SOHAC with the Defense Language Institute Foreign Language Center Commandant on a semi-annual schedule. Safety will be a team effort on the installation and key leader involvement in this forum is critical to its success. The council will enhance readiness by reviewing safety performance, sharing lessons learned and applying risk management techniques.

e. Mandatory Safety and Occupational Health Training. The Garrison Safety Office (GSO) publishes an annual schedule of online training, distance-learning and other safety courses designed for all levels and types of personnel. It is the direct responsibility of each Leader, Director, Manager, and Supervisor to ensure that every

Soldier and Civilian completes mandated training and documents such training as required.

f. Army Readiness Assessment Program (ARAP). The Garrison will complete an ARAP assessment within 90-days of my assumption of command, and again within one year remaining in my Garrison Commander's tour. The ARAP survey will provide me with information on the Garrison workforce's safety climate and will assist the GSO in the development of a safety action plan to address areas of concern.

g. Contractors Adherence to Safety Requirements. No person should be subjected to work in an unsafe or dangerous environment. Contractor safety will be governed by AR 385-10, paragraphs 3-5, 3-8, and Chapter 4. Contracting officers and others responsible for contractor performance will ensure that:

- (1) Contracts incorporate appropriate safety clauses.
- (2) Contractors perform in a safe manner consistent with these contracts.
- (3) Unsafe conduct is dealt with in a timely manner.

7. The POC is the Garrison Safety Manager at (831) 242-6332, DSN 786-6332.


PAUL W. FELLINGER
Colonel, IN
Commanding

DISTRIBUTION:
Garrison Directors
Special Staff